

**Southwick Public Library Board of Trustees Meeting Minutes**  
**April 13, 2021**

Present: Michael McMahon (Chair), Maria Gallo, Tammy Ciak-Bissaillon, Carol Geryk,  
and Lynn Blair (Library Director)

The regular meeting of the Southwick Public Library Board of Trustees was called to order at 7:09 PM on April 13, 2021 by Michael via ZOOM.

**Public Comment** – no public comments

**Communications** - Lynn reported that the seed library has started up. Seven or eight items have already been taken. The seed library has been named for Suzanne Davis, a long time member of the Library Board of Trustees and an avid gardener.

- May programming - 2 programs are in planning for outside - a ukulele concert and a metal smithing program - both funded by the Southwick Cultural Council. COVID-19 rules will be followed.
- The summer reading program is getting started. The Woodland school will also have a reading program and has invited us to have a table there.

**Meeting Minutes** – Minutes of the Mar 9, 2021 meeting were unanimously approved as submitted. Motion to approve was made by Tammy; seconded by Carol.

**Director's Report** – See attached spread sheets for March statistics. Since appointments are no longer needed, the numbers have gone up! There are still lots of curb-side pickups.

**Old Business** - 1. LSTA grant - Pathways to Success

The grant application has been submitted. We will hear in late June or early July if it was awarded to us.

-2. Gallery Move - Jeanine has agreed to the move, and the maintenance people are being very helpful in moving the art work, etc. Lynn is looking into barriers to divide up the space into smaller units.

**New Business** - 1. COVID Response - Appointments are no longer needed to use the Library.

The Board of Health has approved 50% occupancy. Connecticut residents are again permitted to use the Library. Masks are still required. Returned materials are being quarantined for only 3 days now. Maintenance and cleaning are continuing at high levels.

- 2. A new Invoice-signing Designee is needed, and Tammy has volunteered for the position.

- 3. Decommissioning of Donated Items (items with plaques). One table will not be useable after moving the gallery items. There is no policy in effect for this. Lynn will look into this,

- 4. Hiring - The Select Board has authorized advertising for the open Children's Librarian position. However, the position cannot be offered to anyone until after Town Meeting (May 18, 2021) and the budget is approved. The position will be reposted and open to new applicants. The Library has also been authorized to hire a summer Page.

- 5. State Aid - we have received our second payment from the State. It was \$9082.22. The first payment was \$9065.94, for a total of \$18,148.16. Some of this funding may be used to purchase computer chairs.

- 6. Donations for the Seed Library will only be accepted from “official” organizations.
- 7. Three volunteers have come back to the Library to help out.
- 8. Heather is on maternity leave, and will return in late May.
- 9. Friends (of the Library) will hold outdoor “pop-up” book sales when the weather is more favorable.

**Adjournment** - move to adjourn made by Maria; seconded by Tammy. Unanimously approved.  
Meeting was adjourned at 7:23.

The next meeting will be Monday May 10, 2021 at 7:00 pm via Zoom. (Town election is Tuesday May 11, 2021).